

## UCC Council Meeting Minutes

Friday September 12th, 2014

10:30 - 12:30

UC 171A

Attendance: Maggie Williams, David Weisberg, Lynne Orr, Payton McDonald, Nancy Weiner, Melkamu Zeleke, Jon Bone, Susan Dinan, Housen Maratouk, Justina Ekeocha, Debbie Pluss, Karen Swanson, Sharon Simmons, Peter Griswold, Mike Chen-Ho Chao, Brian O'Broin, Maria Bovor

Minutes submitted by: Maria Bovor

Meeting called to order at 10:35 am.

1. Agenda Adopted
2. Minutes from 4/25/14 & 5/09/14 Approved
3. [Agenda skipped #3 – mis-numbered ]
4. Welcomed new council members 2014-2015
5. **Susan Dinan – Faculty Senate charges.**
  - a. Members of the faculty senate have brought up concerns about Area 4 as a prerequisite for Areas 5 & 6. The council has already been discussing this issue, and will prioritize it at our next meeting. The Senate agenda for 11/11/14 has a place for UCC to present on the topic if we are ready. If not, someone from UCC will contact S. Dinan with a time when UCC can present to the Senate on this topic.
  - b. Regarding Charge 2) Determine how to activate the assessment plan for the UCC program: UCC leadership will attend the Senate meeting on 9/23/14 to observe the Assessment Council's presentation on the Campus Labs Software. Following that, members of the UCC Assessment Working Group will meet with the Assessment Council, with the goal of presenting a plan to the Senate on Dec. 9 2014.
  - c. With regards to charge 3) Encourage all disciplines to include Writing Intensive and Technology Intensive courses for students in their majors and minors, UCC Council will target specific departments as a priority. Council members will report back on their own departments, and once we have more specific data, we can see which departments need guidance.
6. **Vote for the 2014/2015 UCC Chairs.**

Lynne Orr and David Weisberg were nominated to continue serving as UCC Council Co-Chairs for 2014/2015. The council voted unanimously in favor of their continued service.
7. **Course approvals.**

a. KNES 3300	Biomechanics (TI)	Approved (With adjustment a)
b. SPM 4600	Sport Management (Area 5)	Approved (With adjustment b)
c. HIST 2540	Family History (TI)	Approved
d. GEO 3990	Geography of NJ (Area 5)	Approved (With adjustment c)
e. EXSC 4900	Internship- Exercise Physiology	Approved (1 abstention) (with adjustment d)
f. CODS 4650	Clinical Methods (WI)	Approved (1 abstention)

**Adjustments:**

- a. Clarification of movement instruction for ethical reasons. Needs to be understood movement instruction is based on scientific knowledge and is present for safety reasons.
- b. Clarification of sections 5.3 and 5.4 needed. Ask students to make a connection between course discipline and civic engagement, rather than reliance on student ability to infer the connection.
- c. Clarify course number. 3990 or 3390, as 399 is a temporary course number and thus cannot be a part of UCC.
- d. Clarification of sections 5.3 and 5.4 needed, as with b.

**8. Pending courses.**

- a. History course 3510 is on the list as area 5 but is on the database as not approved, however, the course is running. In this instance, check to see if a 2<sup>nd</sup> attribute is pending.

**9. Summer outreach**

- a. 3 orientations: M Williams; N. Weiner; L. Orr – Orientations went well.
- b. 2 First Year Seminar trainings: Weisberg, L. Orr – Seminars well received.

**10. AACU (American Association of Colleges and Universities) Conference in D.C on January 23/24 2015. (Maggie Williams)**

- a. Call for volunteers to be part of a group to attend the conference.
- b. Possible attendees: Jon Bone.
- c. It was suggested that the council reach out to other assessment councils in the university for attendees.

**11. Civic Engagement Strategic planning committee.**

- a. Civic engagement day is on Wednesday October 22<sup>nd</sup> 11:00-3:00 in UC Ballrooms.
- b. A call for proposals for area 5 courses will be sent out shortly. There will be a \$100 stipend for presentation of proposals. If you are an area 5 course, consider presenting on civic engagement day.
- c. Question posed - Is a faculty development workshop preferable? Would it be helpful for this to be on the same day or tie it in after at a later date such as the following week?
- d. It was suggested that some form of literature such as a single page handout on how to propose a civic engagement course be distributed to faculty, in attempt to clarify the process of presenting.
- e. Is there any involvement in Honors program, which encourages civic engagement?

**12. Review Historical information pertaining to Areas 4,5, &6**

- a. Discussion of Historical information and the data (Number of courses, sections and seats etc) for area 4 is a priority in the next meeting – should be able to present information and give an answer in the 11/11 Senate meeting.
- b. Evidence is needed that completion of 4 before 5&6 is absolutely necessary. Justifications for and against need to be presented.
  - We did not want students engaging in higher civic engagement without understanding why.
- c. Clarify credit requirements (18 credits) for 1, 2, & 3, for both students and faculty. The information is on the website but may not be obvious enough.

**13. Spreadsheet**

- a. By UCC area
- b. By College and Departments
  - Look at courses offered by department, not by college.
- c. Areas to strengthen – Area 5, W.I, T.I
  - Concern over the number of area 5 courses available in each department, and students having to go outside their major to fulfill UCC requirements.
    - E.g. there are no writing intensive courses in Financial Planning..
  - Could departments recommend courses outside their area that are W.I and T.I that complement their majors?
  - Can we encourage departments come up with writing/tech intensive courses? A way is needed to make it more palatable for departments to offer W.I and T.I.
  - Suggested a subcommittee is put together to investigate the problem in greater detail.
  - Everyone is to look into their own departments with regards to T.I courses available.
  - Discussion is to continue at the next meeting.

**14.** Determined that the next meeting will be on a Friday. Time and date of next meeting to be sent out by doodle.

**15.** Meeting adjourned at 12.05